TERM SHEET FOR PROPOSED AGREEMENT BETWEEN THE BOARD OF SCHOOL COMMISSIONERS OF THE CITY OF INDIANPOLIS & ENROLL INDY

1) BACKGROUND

- Enroll Indy was created to implement a Unified Enrollment system (“UE” or “OneMatch”) for Office of Education Innovation (“OEI”) Mayor Sponsored Charter Schools, Indianapolis Public Schools (“IPS”) and Indiana Charter School Board Schools (“ICSB Schools”) within the IPS boundary (collectively the “Participating Entities”, “Participating Schools” or “Participants”).

- Representatives of the Participating Entities comprise the Board of Directors of Enroll Indy (“Directors”), specifically three appointees from IPS, two appointees from OEI, one appointee ICSB and one Elected Director selected by majority vote of the Participant appointed Directors.

- The goal of UE is to simplify a complex school choice and enrollment environment for students and families residing within the IPS Corporation Boundary.

- A steering committee comprised of representatives from OEI and IPS conducted a system design process for UE. An executive committee of leadership from the Participants reviewed and responded to the recommendations of the steering committee. The steering and executive committee recommendations are the basis for the proposed UE system design parameters and timeline(s).

- A parent advisory committee comprised of families whose students attend or seek to attend schools managed by the Participants provided recommendations and continue to provide advice regarding plans for UE, including the recommendation to create a School Finder tool which provides information about all schools offering open enrollment.

- UE holds the potential to significantly improve the school choice experience for students and families and to promote equitable access to Indianapolis schools.

- UE also benefits the Participants by standardizing application and admission procedures and creating reliable enrollment data for all participating schools.

2) SCHOOL FINDER

- Enroll Indy will develop and manage a web-based, mobile-accessible tool to provide information about Indianapolis schools.

- The Enroll Indy Directors will review and approve the School Finder, including the design and data elements included. IPS will provide desired data to complete school overviews and program lists.

- Enroll Indy will identify and train partner organizations, including but not limited to community centers, public libraries, recreation centers, after-school programs, faith-based organizations, real estate agents, relocation firms, etc. on using the School Finder.

- If at any time during the term of this Agreement, the Participants enter an agreement regarding common school performance metrics, such measures will be displayed prominently in School Finder.

- During the SY 2017-18 application season, Enroll Indy shall include a link through School Finder which will connect to the IPS Choice application portal. Enroll Indy shall include IPS provided Choice application process and policy details when delivering training to partner organizations prior to the SY 2017-18 IPS Choice application season.
3) **UNIFIED ENROLLMENT SYSTEM**

- Enroll Indy will develop and manage a web-based, mobile-accessible, and to the extent practicable multi-lingual, UE System for the Participants (the “OneMatch Application system” or “OneMatch”).

- OneMatch shall be reviewed and approved by the Enroll Indy Directors.

- OneMatch shall be accessible at any time from any web connected device during application rounds. Participating Schools may offer assistance to families seeking to apply to their school at school locations.

- OneMatch may be administered via the Enroll Indy website by staff of Enroll Indy or trained partner organizations (“Community Partners” or “Authorized Administrators”). Enroll Indy will maintain and publish a list of hours and locations for application assistance services at Enrollment Centers and or Community Partners.

- IPS and Enroll Indy shall implement a system of training and management for Authorized Administrators (“Management Plan”) to ensure neutrality across school-types and service quality for families. The Management Plan will be incorporated by attachment to Agreements between the Participants and Community Partners.

- OneMatch will be utilized beginning in or around November 2018 and will be the sole system for enrollment in Participating Schools for School Year 2018-19.

- OneMatch will include only Participating Schools and Participating Schools will not accept or enroll any student outside of OneMatch.

- IPS intends for all IPS Schools to participate, but reserves the right to make participation by IPS schools optional if the rate of ICSB & OEI School participation within the IPS Corporation Boundary is less than 80%. [The 80% participation rate option applies independently to K-8 and 9-12 school options.]

- OneMatch system structure shall include:
  - up to 10 preference ranked school selections;
  - single best offer methodology;
  - the elimination of waitlists; and
  - up to three application rounds.

- IPS maintains the right & responsibility of defining lottery parameters, attendance and priority boundaries, and seat availability by school, program and grade level.

- Enroll Indy will support IPS in defining available seats and seat offers to obtain the closest possible match between actual enrollment & IPS defined capacity.

- Enroll Indy will provide the District and each IPS school with a weekly demand report throughout administration of the OneMatch Application, including the numbers of applications submitted by grade; the rank of each application, and system-wide information about submitted applications.

- Enroll Indy will communicate school offers via telephone, electronic mail and/or SMS message to each applicant family at the conclusion of each round. Enroll Indy will provide IPS with a mailing list for U.S. mail notification letters upon request.

4) **AUDIT, EVALUATION & COMPLAINT RESOLUTION**
• At the conclusion of each UE implementation school year, Enroll Indy will obtain and publish an independent 3rd party audit (“Annual Audit”) of the UE system to ensure fidelity to design principles. The Annual Audit shall be shared with the Participants and published on the Enroll Indy webpage.

• Neutrality of system operations and service quality will be evaluated through a program to include without limitation exit surveys, ‘secret shoppers’, and an ombudsman hotline or other published and widely accessible complaint receipt and response protocols.

• Enroll Indy Directors shall review a report of the number, type and disposition of all complaints received through the complaint protocol. An anonymized version of the report shall be published on the Enroll Indy webpage.

5) ENROLLMENT CENTERS

• Enroll Indy will seek to operate physical service locations (“Enrollment Centers”) to assist families with the application and registration processes for participating schools. The location, number, seasonal availability and service hours shall be a function of available funding and approval of the Directors.

• Strategically located Enrollment Centers will be staffed by Enroll Indy employees and will seek to maintain service hours consistent with seasonal enrollment activities and aligned to peak availability for families. The Enroll Indy core value of equitable access will be paramount for enrollment center operations.

• Enrollment Centers will be monitored for adherence to standards of neutrality and service quality as defined in the Management Plan. Enrollment Center service monitoring may include, without limitation, the same evaluation program and complaint protocols planned for UE system evaluation.

6) MARKETING & COMMUNITY ENGAGEMENT

• Enroll Indy will lead a community engagement effort including, without limitation, door-to-door outreach, canvassing, phone banking and media placements publicizing the launch of the OneMatch system in the Fall of 2017.

• Enroll Indy will maintain an online calendar featuring open houses, recruitment events and community events for all participating schools and community partners.

• Enroll Indy will provide IPS and its schools with weekly data on the application completion rate of each school’s terminating grade(s) (i.e. current 8th graders who need to apply for 9th grade) to better enable the schools to assist families in selecting future schools.

• Each IPS school and/or the District may create, produce and distribute any school-specific marketing materials for distribution through proprietary channels.

• The Enroll Indy Directors will review & approve a comprehensive marketing and community engagement plan for School Finder and Unified Enrollment.

7) TERM & TERMINATION

• The Agreement between IPS and Enroll Indy entered pursuant to this Term Sheet shall terminate on June 30, 2019.

• IPS reserves the right to terminate the Agreement prior to the launch of UE if the participation rate of the Office of Education Innovation Schools & ICSB Schools within the IPS Corporation Boundary is less than 80%.
8) FINANCIAL TERMS

- Enroll Indy will be responsible for all costs associated with implementation and operations of the School Finder and UE until termination.